

DEPARTMENT OF SOCIAL SERVICES

744 P Street, Sacramento, California 95814



May 25, 2005

ALL COUNTY INFORMATION NOTICE NO. I-28-05

TO: ALL COUNTY WELFARE DIRECTORS
ALL CalWORKs PROGRAM SPECIALISTS
ALL CAL-LEARN COORDINATORS
ALL CAL-LEARN CASE MANAGEMENT AGENCIES
ALL CONSORTIA MANAGERS

REASON FOR THIS TRANSMITTAL

- ☐ State Law Change
☐ Federal Law or Regulation Change
☐ Court Order
☐ Clarification Requested by One or More Counties
☒ Initiated by CDSS

SUBJECT: CALIFORNIA WORK OPPORTUNITY AND RESPONSIBILITY TO KIDS PROGRAM
(CalWORKs) ELIGIBILITY BUREAU ANALYST ASSIGNMENTS

This is to inform you that the CalWORKs Eligibility Bureau (CEB) has made changes in the bureau operations for the continued improvement and efficiency of our functions and to meet the increasing demands of the Tribal Temporary Assistance for Needy Families (TANF) program workload. A unit has been created from the existing bureau structure to devote its resources to Tribal TANF. The remaining two units form the CalWORKs Section and will continue to be responsible for all policy development and implementation of the CalWORKs and Cal-Learn programs.

Additionally, in an effort to provide a more comprehensive perspective of county operations and issues, the CEB is instituting a county consultation assignment roster. Analysts have been assigned a group of counties and will be responsible for responding to their counties' CalWORKs and Cal-Learn program inquiries. For consistency, the Tribal TANF assignments are also distributed on a county basis and are included in the updated listing of analyst assignments attached for your reference. Please note that not all counties have a Tribal TANF program in operation, and that other counties may have several Tribal TANF programs serving differing Native American populations in the county. We have also included proposed Tribal TANF programs which are in process or which have notified the federal government of their intention to operate a Tribal TANF program.

Finally, we are revising our policy interpretation request process, in anticipation of an automated process that will make policy interpretations accessible to all interested parties, through a searchable, web-based automated system. It is critical that county staff adopt these request protocols to ensure a smooth transition to the automated system.

REQUESTING POLICY INTERPRETATIONS

To assist us in facilitating and expediting our responses to your inquiries, all counties must follow the guidelines below:

- Submit questions through your CalWORKs Program Specialist via e-mail (using the attached format) directly to your county consultant, with a cc to the appropriate unit manager. This will allow the managers to assess and maintain the workload flow. If you would like an electronic version of this format, please contact Ms. Kinaya Foster at kinaya.foster@dss.ca.gov. If your county does not have e-mail access, please FAX your questions to (916) 654-1401.

- Indicate the reason for the question e.g., training, state hearing decision, an eligibility determination, or proposed automation system change. Please do not submit hypothetical questions.
- Include the date by which you must have a response.
- Cite the specific regulation(s) that pertain to your question and any additional references you have checked such as All County Information Notices (ACINs), All County Letters (ACLs), etc.
- Include all relevant details, as we will respond to questions based on the information provided. No assumptions are made in responding to your questions. Questions without necessary background information will be returned for follow-up.
- State your question(s) clearly and completely. Provide your proposed answer and information supporting your conclusion. Also note if you have consulted with other analysts in the department.
- Refrain from using “county-use” acronyms or other abbreviations (e.g., EOM, or 01 or 02 to denote family members) in your question.

All fields in this required form must be completed in order for your county consultant to process the request. Following these guidelines will help reduce the number of calls between analyst and counties before an answer can be provided and help provide a timely response to county questions. If we are unable to respond within ten business days, you will be contacted pending a reply to your inquiry.

As a reminder, questions related to non-citizen status must be addressed by the United States Citizenship and Immigration Services (USCIS, formerly INS). Counties should continue to use the Systematic Alien Verification for Entitlement system as the method to verify legal non-citizenship status. The CEB does not have the authority to determine the status of non-citizens and would defer to USCIS for any determination.

All technical questions pertaining to forms, notices, or notices of action that do not involve CalWORKs policy issues, e.g., a proposed revision, status of translations, new version available, etc., should be addressed to Ms. Leydis Church at leydis.church@dss.ca.gov and do not require the completion of the policy interpretation form. Mandated revisions to forms or notices will be discussed and reviewed by the County Welfare Director's Association (CWDA) County Advisory Team and Notice of Action language will continue to be reviewed by the Turner Committee.

Sincerely,

**Original Document Signed
By Maria Hernandez for
Charr Lee Metsker on 5/25/05**

CHARR LEE METSKER
Deputy Director
Welfare to Work Division

Attachments

c: CWDA
CSAC

CalWORKs COUNTY REQUEST FOR POLICY INTERPRETATION

Requestor Name:	County:
Phone Number/email address:	Subject:
Regulation Cite(s):	References:
Date of Request:	Date Response Needed:
Reason for Question (e.g., Hearing, Homeless Assistance, Immediate Need, Automated System Change, Other:	

(Include ACL/ACIN, court cases, etc. in references)

QUESTION:

PROPOSED ANSWER:

CALWORKS SECTION

CHRIS MINNICH, UNIT MANAGER; Chris.minnich@dss.ca.gov; (916) 654-1074

Leydis Church Leydis.church@dss.ca.gov (916) 654-2116	Joseph Hoffman Joseph.hoffman@dss.ca.gov (916) 654-3386	Dennis Ragasa Dennis.ragasa@dss.ca.gov (916) 654-1063	Dorothy Sanders Dorothy.sanders@dss.ca.gov (916) 657-3665
El Dorado, Napa, Placer, Sacramento, Solano, Yolo	Butte, Nevada, Plumas, Shasta, Sierra, Sutter, Yuba	Los Angeles, Orange, San Bernardino, San Diego, San Luis Obispo, Santa Barbara, Ventura	Amador, Calaveras, Merced, San Joaquin, Stanislaus, Tuolumne

CORA MYERS, UNIT MANAGER; Cora.myers@dss.ca.gov; (916) 651-9147

Cedrick Coward Cedrick.coward@dss.ca.gov (916) 654-1786	Vivian Dobson Vivian.dobson@dss.ca.gov (916) 653-8675	Denise Peterson Denise.peterson@dss.ca.gov (916) 654-1673	Beverly Thomas Beverly.thomas@dss.ca.gov (916) 654-6127
Alpine, Inyo, Mono, Monterey, San Francisco, San Mateo, Santa Cruz	Alameda, Contra Costa, Marin, Santa Clara	Colusa, Glenn, Humboldt, Lake, Mendocino, Trinity	Imperial, Riverside, San Benito, Sonoma

CARENE CAROLAN, UNIT MANAGER; carene.carolan@dss.ca.gov; (916) 653-5830

Jackie Shelley Jackie.shelley@dss.ca.gov (916) 654-1061	Vince Toolan Vince.toolan@dss.ca.gov (916) 654-1808
Del Norte, Lassen, Modoc, Siskiyou, Tehama	Fresno, Kern, Kings, Madera, Mariposa, Tulare

TRIBAL TANF UNIT

PHYLLIS IWASAKI, UNIT MANAGER; Phyllis.iwasaki@dss.ca.gov; (916) 654-2130

<p>Shawn Bradley Shawn.bradley@dss.ca.gov (916) 653-8395</p>	<p>Sandra Da Silva Sandra.dasilva@dss.ca.gov (916) 657-3350</p>	<p>Stephanie Griffin Stephanie.griffin@dss.ca.gov (916) 653-4992</p>
<p>Alameda (Washoe II); Alpine (Washoe I); El Dorado (Washoe I); Fresno (OV CDC II); Inyo (OV CDC I); Kern (OV CDC I); Kings (OV CDC II); Los Angeles (TMTT); Mono (OV CDC III); Nevada (Washoe II); Orange (TMTT, Soboba); Placer (Washoe II); Riverside (TMTT, Soboba); Sacramento (Washoe I); San Bernardino (TMTT); San Francisco (Washoe II); San Joaquin (Washoe II); San Mateo (Washoe II); Santa Clara (Washoe II); Santa Cruz (Washoe II); Tulare (OV CDC I); Ventura (OV CDC III , Soboba)</p>	<p>Madera (North Fork); Marin (Graton Rancheria); Mariposa (North Fork); Merced (North Fork); Riverside (Morongo); San Diego (SCTCA); Santa Barbara (SCTCA); Siskiyou (Karuk); Sonoma (Graton Rancheria);</p>	<p>Amador (CTTP II); Butte (CTTP II); Calaveras (CTTP III); Colusa (CTTP II); Contra Costa (CTTP III); Del Norte (CTTP II, Yurok); Glenn (CTTP I); Humboldt (CTTP II, Yurok, Hoopa); Lake (CTTP II); Lassen (CTTP I); Mendocino (CTTP III); Modoc (CTTP II); Napa (CTTP I); Plumas (CTTP I); San Joaquin (CTTP III); Shasta (CTTP III); Solano (CTTP I); Sonoma (CTTP III); Sutter (CTTP I); Tehama (CTTP III); Trinity (CTTP II); Yolo (CTTP III); Yuba (CTTP I)</p>

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